Cornwall Community Foundation

Open Data Policy

Overview

This document describes our policy on open data. It includes our definition of open data. It describes our best practice for how we create and publish datasets that are available for open reuse. It details the several steps we take to ensure this best practice. The policy also includes our Code of Conduct for those that wish to use our data. Additionally, this document also describes how we utilise data that is already open and available.

Intended audiences

This document is for anyone interested in how we produce, publish and use open data.

Document history

This is the first issue of this policy. It was first published in July 2020. This policy is based

on version 2.0 of the generic Open Data Policy.

(https://github.com/OpenDataServices/OpenDataPolicy)

Feedback on this policy

Feedback should be provided via grants@cornwallfoundation.com

Document owners

This policy is owned by Cornwall Community Foundation.

Other information policies

Our open data policy sits alongside policies around Data Protection, Equality opportunity and Diversity.

Reuse of this policy

This policy is published under Attribution-ShareAlike 4.0 International (CC BY-SA 4.0)

and based on version 2.0 of the Open Data Policy on GitHub.

About Cornwall Community Foundation

The Cornwall Community Foundation. Registered Charity No. 1099977. Company Limited by Guarantee. Registered in England No. 4816191

Registered office: Cornwall Community Foundation, Suite 1, Sheers Barton, Lawhitton, Launceston, Cornwall, PL15 9NJ

Open data context

What is open data?

We subscribe to the following definition of open data:

- Open data is data that can be freely used, reused and redistributed by anyone.
- It is subject only, at most, to the requirement to attribute and sharealike.
- Open data is the building block of open knowledge.
- Open knowledge is what open data becomes when it's useful, usable and used.

Why open data?

We are committed to building a strong community and voluntary sector in Cornwall and the Isles of Scilly. We believe one way we can do this is by making our actions transparent when we publish our activities as open data.

Our open data goals

When publishing data about our work, we have three main aims:

- That our data is open, useful, meaningful and accessible.
- That we publish data that brings value, provides ongoing dialogue and discussion to those building a stronger community and voluntary sector.
- That we provide regular narrative and understanding to the stakeholders.

In this context, we aim to operate an open data practice that is robust, and leads to greater engagement on the issues faced by the community and voluntary sector in Cornwall.

Our open data commitments

When considering open data at Cornwall Community Foundation, we commit to the following:

We will publish data openly

- We will publish data on key aspects of our activities in an open and accessible manner.
- We will update this data regularly and in a timely manner.
- We will provide documentation and descriptions of the data we publish, including a licence.

We will use open data

- We will analyse, use and discuss our own data
- We will use other openly available datasets to provide insight into the community and voluntary sector of Cornwall and the Isles of Scilly.

We will support those using our data

- We will be open to queries and feedback
- Where appropriate, we will respond accordingly

We will support the sector with open data

- We will provide advice and guidance on publishing and using open data to peer organisations in community and voluntary sector.
- Where possible, we will champion the publishing and use of open data in the community and voluntary sector.

This policy provides information relevant to each of these commitments. We describe the key aspects, actions and mechanisms that we use to deliver our open data policy.

Publishing open data

Our open data principles

The act of providing open data is to publish and share. We understand that this involves responsibility and due diligence. When we publish data openly, our aim is to ensure it is of a high enough quality to be accessed, used and understood. It is the intention of this policy to reduce potential issues that make data less useful.

Note: these principles should be read alongside our open data workflows and checklists. Together, these describe our expectations and methodologies.

Privacy

Principle: **Our open data will respect individual's privacy.**

Best practice: We will always ensure our open data is free from identifiers that could be linked to an individual person. We will not disclose any data or information that has been collected privately..

See also: Data privacy (Appendix 1: Open data workflows)

Quality

Principle: **Our open data will be comprehensive.**

Best practice: We will always quality assure our data, in terms of the level of completeness and readiness for publication.
We will not knowingly publish data that is incomplete for the relevant focus and/or time period.

See also: Data quality criteria (Appendix 1)

Meaningful and manageable

Principle: Our open data will be relevant and succinct.

Best practice: We will always consider the scope and spread of our data - to make it useful for those who may want to access it.

See also: Data segmentation (Appendix 1)-

Encoded

Principle: **Our open data files will be interoperable.**

Best practice: We will always provide codes and lookups for our data, particularly in terms of administrative geography.

See also: Data codes checklist (Appendix 1)

Format

Principle: **Our open data will be presented in an open and standard format.**

Best practice: We will publish data in common, accessible and standard formats such as CSV, XML. We will not publish open data in bespoke, redundant or proprietary formats.

See also: Data formats checklist (Appendix 1)

Licence

Principle: **Our open data will be appropriately licenced.**

Best practice: We will always issue an open licence with our open datasets. Our default is a Creative Commons Attribution-ShareAlike 4.0 International (CC BY-SA 4.0). We will not publish data that is subject to a restrictive licence

See also: Open licence (Appendix 1)

Documentation

Principle: **Our open data will be well documented.**

Best practice: We will always provide notes and guidance with our datasets. We will always detail the nature, scope and purpose of our open datasets in a release document, available to all. We will not purposefully provide data that is poorly described, or requires sector knowledge to comprehend.

See also: Data release table (Appendix 2)

Available

Principle: **Our open data will be in open, accessible and consistent ways.**

Best practice: We will always publish data consistently, making it accessible to all. We will not publish data that needs passwords or put other access restrictions in place, unless these are signposted.

See also: Open data publishing channels (Appendix 1)

Updated

Principle: **Our open data will be timely.**

Best practice: We will always provide regular and timely updates to relevant open datasets. We will not miss updates to our relevant datasets, or let our data go "stale".

See also: Data publication schedule (Appendix 1)

Data use Code of Conduct

Cornwall Community Foundation encourages others to access, use and discuss our open data. We strive towards a strong community and voluntary sector in Cornwall, and value the contributions and insights that can be gleaned through use of data.

When doing so, we would hope the following basic Code of Conduct is observed:

Accessing our data

Much of the datasets published by Cornwall Community Foundation are succinct and easily available for download. When accessing our data, we request that you do not place unnecessary burden on our servers by making repeated data requests over a short period of time.

Attribution

When using our data, we request that our licence is observed. When producing any material that uses our data, please ensure an attribution to Cornwall Community Foundation is included.

Derivation

When making use of our data, always state any steps that were made to undertake calculations or analysis that are not present in the source.

Violations

- When using CornwallCommunity Foundation data, you must not:
- Make an application that pretends to be from Cornwall Community Foundation organisation;
- present the data in a misleading or incorrect manner or to misrepresent or change the data;
- use the name Cornwall Community Foundation or the Cornwall Community Foundation website for party political purposes;
- use the data in or to support a criminal or illicit activity;
- use the data on an application to inflame or make comments that are racist, sexist or homophobic, or which promote or incite violence or illegal activity.

Discussion

We encourage discussion of our data, and the uses. In doing so, particularly in our online forums, we request you are respectful of others.

Feedback

If you spot any mistakes, errors or points for clarification, please let us know: grants@cornwallfoundation.com

 We also encourage requests and ideas for new data that Cornwall Community Foundation may publish.

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Appendix 1: Cornwall Community Foundation open data workflows

The following checklists are used by Cornwall Community Foundation in the preparation, publication and update of open data. These are linked to our open data best practices, detailed in our open data policy. Over time, Cornwall Community Foundation will update and enhance these.

When preparing any data for publication, Cornwall Community Foundation would always undertake the following:

Consideration: **Privacy**	Action
Does the data contain names of individuals?	If yes, then remove
Does the data contain any unique identifiers that can be used to retrieve personal information from external systems?	If yes, then remove

Consideration: **Quality**	Action
For data that is aggregated, check the results for any outliers	Check source data / reports to validate figures.
For any dataset, check for any blank fields or zero results.	If numerous, check source data. If acceptable, then record in data release table.

Consideration: **Segmentation**	Action
For any dataset, consider the overall physical file size	If over 10MB, then check contents and consider further segmentation
For any dataset, check the column headers and data labels are legible.	If not, provide lookup file and note in data release table
For aggregated datasets, check that aggregations are explained and logged.	Ensure these are documented in data release table
For any dataset, check that time periods used are in accordance with common standards (eg: financial quarters, calendar months)	If there is a bespoke date range, then detail in data release table

Consideration: **Data Codes**	Action
For geographic areas used within datasets, provide the code alongside the name.	Applicable to: Local authority Ward Clinical Commissioning Groups
Provide and/or signpost data users to the latest lookup of any codes used.	In the case of administrative geographic regions, refer to authoritative sources such as Ordnance Survey, Office for National Statistics and the NHS.
When using internal / |organisation name| specific codes, ensure that a lookup and/or explanation is provided.	Log this in the data release table.

Consideration: **Formats**	Action
For spreadsheets and tabular data, release in standard open formats.	Release as: Open Document Format for spreadsheets (.odf) Comma Separated Format for flat files (.csv)
When working with other data standards and systems, ensure that the format is open and accessible.	Consider XML, JSON or RDF formats as open. Check with standard or publication organisation.
Avoid publishing data in closed, proprietary and formats that make the data inaccessible.	

Appendix 2: Data release table template

Example: Volunteer data

Data consideration	Cornwall Community Foundation response
Dataset name	Grant data

Brief description	Information on the grants awarded by Cornwall Community Foundation annually
Responsible person /team *Who is the authority for this data?*	Grants Manager
Privacy *What privacy considerations should be taken?*	Names and personal details are not included.
Legality *Does the data contain any derived data?*	No
Format *How will be the data be made available*	As a spreadsheet, saved in an excel format
Segmentation *How will the data be segmented?*	One file, with the following reports: Grants awarded to each project Grants awarded from each fund
Dates *What date period are used in the data, if any?*	The project activity will have a start and end date. Each grant round will be identified by a month.
Structured *Does the data contain any inherent jargon or interpretation?*	No.
Interoperable *How can other datasets be referenced?*	Groups charity number will be included Beneficiary area will be identified by LSOA code
Availability *How will the data be disseminated?*	Our open data registered with 360 Giving

Documentation *How will the data (and processes) be described?*	On our data website pages.
Updated *What is the update timetable?*	Annually - within two months of the end of each financial year.
Licencing *What licence will be applied?*	Creative Commons, Attribution http://creativecommons.org/licenses/by/4.0/
Feedback *How will feedback be progressed?*	Established Cornwall Community Foundation feedback processes
Additional Notes	

Last reviewed: July 2020